



CITY OF HOUSTON

Job Posting

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1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	29 Hours per Week
3	Posting Number	LIBRARY SERVICE SPECIALIST (Part-Time)
4	Department	PN# 113274
5	Division	Library Department
6	Section	South District*
7	Reporting Location	Frank Branch*
8	Workdays & Hours	6440 West Bellfort*
		Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The Houston Public Library seeks an individual with a high level of knowledge, and energy to provide reference services and information on library activities, policies and services to customers by telephone, mail, e-mail, and in person. Assists customers in use of electronic catalog, reference materials, indexes, and the Internet. Assists in collection development/maintenance and maintenance of vertical files and ready reference files. Assists with outreach and promotion of library programs. Perform other duties like Interlibrary Loans, providing library tours, assisting with displays, etc., as needed. Requires some evening and weekend (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor’s degree in Library Science or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

None

13 **MINIMUM LICENSE REQUIREMENTS**

None

14 **PREFERENCES**

Customer/public service experience preferred. Current with Microsoft Windows, Word, Excel, and Access preferred. Second language of Spanish, Vietnamese or Chinese encouraged. Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 13</u>	
\$965 - 1246 Biweekly	\$25,090 – 32,396 Annually

18 **OPENING DATE**

September 20, 2006

19 **CLOSING DATE**

October 03, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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